

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 19

August 5, 2010

SUBJECT: USE OF SECRET SERVICE FUNDS FOR OTHER THAN WITNESS PROTECTION PROCEDURES - REVISED

PURPOSE: This Order revises Department Manual Section 3/355.10, *Use of Secret Service Funds for Other Than Witness Protection Procedures*. A recent Department reorganization necessitates that the final approving entity for Secret Service funds for other than witness protection be transferred from the Chief of Staff (COS) to the Special Assistant for Constitutional Policing (SACP). In addition, the Office of Special Operations (OSO) and Professional Standards Bureau (PSB) will be included in the approval process when the entity requesting the additional funds is included within their chain of command.

PROCEDURE: USE OF SECRET SERVICE FUNDS FOR OTHER THAN WITNESS PROTECTION PROCEDURES - REVISED. The following revisions have been made to Department Manual Section 3/355.10 in italics:

OBTAINING ADDITIONAL FUNDS. Additional funds may be provided when the following conditions exist:

- * When Secret Service funds have been depleted by necessary expenditures;
- * When a specific investigation requires an inordinate amount of funds; or,
- * When an immediate investigation is essential.

Entities needing additional monies shall first contact their bureau for any reserve funds. If reserve funds are not available, the requestor shall:

- * Complete an Intradepartmental Correspondence, Form 15.02.00, from the commanding officer to the SACP, which describes in detail the purpose and need for the additional funds. *The 15.02.00 shall include the following:*
 - a. *A signature block for the Director, Office of Operations (OO), if the entity requesting the additional funds falls under the chain of command of OO;*
 - b. *A signature block for the Director, OSO, if the entity requesting the additional funds falls under the chain of command of OSO; and,*

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- c. A signature block for the Commanding Officer, PSB, if the entity requesting the additional funds falls under the chain of command of PSB. All other entities shall include their bureau commanding officer's signature block.*
- * Ensure that the Form 15.02.00 includes a signature block for the SACP, as well as any special circumstances pertaining to the investigation (e.g., the possibility and manner of reimbursement). Confidential information that would compromise the investigation shall not be included in the request.

Note: If appropriate, a fact sheet may accompany the Form 15.02.00.

Upon completion of the Form 15.02.00 by the requesting commanding officer, the form shall be distributed as follows:

- * Submit the Form 15.02.00 to the appropriate bureau commanding officer for review;
- * After review and approval, the bureau commanding officer shall forward the Form 15.02.00 to the Director, OO; the Director, OSO; or to the Commanding Officer, PSB - whichever entity is applicable;
- * After review and approval, the Director, OO; the Director, OSO; or the Commanding Officer, PSB, shall forward the request to the SACP; and,
- * The Special Assistant for Constitutional Policing will conduct the final review of the request and, if approved, additional funds will be made available from the Office of the Chief of Police Reserve Fund.


The remainder of this section remains unchanged.

AMENDMENT: This Order amends Section 3/355.10 of the Department Manual.

MONITORING RESPONSIBILITY: The Special Assistant for Constitutional Policing shall have monitoring responsibility for this directive.

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AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

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